



Gray Davis, Governor
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Business, Transportation and Housing Agency

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Dear Plan Administrator:

The Department of Managed Health Care ("Department") has finalized the electronic version of the new reporting forms. There are three versions – monthly, quarterly, and annual. The forms are available on the Department's website: <http://www.hmohelp.ca.gov/hpp/memos/>

Please download the reporting forms to review and test them. Before you can enter your financial information, a dialogue box will appear. You will be asked to disable or enable the macros. Click on the **ENABLE MACROS** button to ensure that the spreadsheet functions properly. When you have completed the reporting form, click on the "check my work" button, which is located on the cover page. There are certain cells that must be completed and certain numbers that must agree. If there are any errors, an error message will appear.

The Department is scheduling a meeting on January 18, 2002, from 10 a.m. to 12 p.m., to discuss questions relating to the implementation of the new reporting forms and electronic filing. The meeting will be held at 980 9th Street, Sacramento, in the second floor conference rooms.

If you have any comments on the reporting forms or additional questions regarding the meeting, please call or email.

Sincerely,

Michelle Yamanaka
Financial Examiner
Division of Financial Oversight